

# The ABC's of ecis

Don't forget to use the **whole** system, from A to Z!


**A**ctivities, both specific to the occupation and shared among a few different occupations, are listed in each eCIS Occupation description.

**ecis**, the home of all of this career information, is on the Internet. Go to [www.idahocis.org](http://www.idahocis.org) and log in (get your password from your teacher or counselor). You can use eCIS at home, at school – anywhere you have Internet access.

**G**etting a job – use eCIS's Job Search information to help decide on an occupation, locate job leads, write a resume, and interview well.

**Journeyworker** – What does it take to become one in Idaho? The answer is in the "Apprenticeship" file of your choice. See detailed information about all current Idaho apprenticeship programs, from Bricklayer to Meat Cutter to Welder.

**Laws** CONCERNING HARASSMENT AND DISCRIMINATION IN THE WORKPLACE—YOU'LL FIND EXPLANATIONS IN THE KEEPING YOUR JOB FILES.

**“R”**  
Real-World Interviews are real peoples' career stories— what they thought they'd be doing back in high school, what they ended up doing, and how they got there. Look for Real-World Interviews in any occupation with this  symbol next to its title in the Occupations index.

**Understanding** your own strengths, preferences, characteristics, and talents is an important step in making career decisions. CIS exploration tools sort occupations, schools, and scholarships to help you define yourself and connect you to the world of work.

**“Yes!”** AFTER YOU USE ECIS, THIS IS WHAT YOU'LL BE ABLE TO TELL YOUR FRIENDS AND RELATIVES WHEN THEY ASK IF YOU KNOW WHAT YOUR CAREER PLANS ARE!

**B**OOKKEEPING AND ACCOUNTING CLERKS IN IDAHO EARN ABOUT \$12.94 AN HOUR, WHILE ACCOUNTANTS AND AUDITORS EARN ABOUT \$20.64 AN HOUR. WHY THE DIFFERENCE? CHECK OUT THE OCCUPATION DESCRIPTIONS!

**Help!!!**

Are you lost in a sea of too much disconnected information? Start by sorting occupations with *Career Focus*, and begin exploring from that list.

**E** Compare school or occupational information side-by-side in one window.

**D**eadlines – sort scholarships by deadline; find colleges' admission and financial aid deadlines.

**FINANCIAL AID**  
FIND SCHOLARSHIPS, GRANTS, AND LOANS THAT MEET YOUR CRITERIA; UNDERSTAND THE LANGUAGE, TIMELINES, AND PROCESSES OF FINANCIAL AID.

**IDAHO** information – data gathered right here about Idaho work, school, and scholarship opportunities, in addition to national information.


**Keeping Your Job** means dealing with co-workers and supervisors, handling problems at work, and improving yourself. Find out how in the "Keeping Your Job" file!

**Money** – what is the beginning wage for the occupation you are interested in? How much for experienced workers? How much does on-campus housing cost? Where can you find money to fund your college education? Look in Occupations, Idaho and National Schools, and Financial Aid for the answers.

Online Exploration tools save materials and time—take the questionnaire on the computer and get results right away!

**P**ostsecondary education options—see if college, trade or technical school, the military, or apprenticeship is the right choice for you. The knowledge to help you choose is in eCIS.

**SKILLS**  
THAT YOU HAVE (OR WANT TO DEVELOP) CAN EVOLVE INTO THE PERFECT CAREER. TAKE THE SKILLS ASSESSMENT ONLINE AND FIND OUT HOW YOUR SKILLS WILL FIT INTO THE WORKPLACE. AND, FIND OUT WHAT SKILLS ARE VALUED MOST IN THE OCCUPATIONS YOU'RE INTERESTED IN.

**V**ideos give you another look at real people doing their jobs, with lots of inside information about different work settings and working conditions. Take a look at the video for any occupations with the  video symbol next to its title in the Occupations index.

**Xanadu**  
is a place where no one has to work for a living. Unless you live there, you need eCIS's information about work and education in the *real* world!

Now, **z | p**  
over to the computer, log on to eCIS, and get the facts you need to make smart career decisions!

**Q**UANTITY INFORMATION is accurate, current, relevant, specific, understandable, comprehensive, unbiased, and comparable – find out more about good information on the CIS organization's web site at [cis.idaho.gov/good\\_info.htm](http://cis.idaho.gov/good_info.htm).

**T**ALENT IN A CERTAIN AREA IS THE BASIS FOR MANY SCHOLARSHIPS. CHECK OUT THE SCHOLARSHIPS LIST FOR AID BASED ON TALENT IN YOUR SPECIALTY.

**Working for yourself:** What are the essential qualities for a successful entrepreneur? What kinds of help are available to people starting a business? Find out what it takes to be a successful business owner in the Self-Employment information.

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